

Final Department of Commerce FY 2009/2010 Financial Statements Guidance The GSA Federal Buildings Fund Allocation Account

I. Purpose

For Department of Commerce's (Department) Office of Financial Management (OFM) to provide guidance and instructions to the Department's applicable bureaus on their accounting and reporting of proprietary and budgetary activity within the Department's allocation account (Appropriation Symbol 13-47X4542.001) of the General Services Administration (GSA) Federal Buildings Fund (Appropriation Symbol 47X4542.001).

II. Background

The GSA Federal Buildings Fund is expected to pay approved rents, to private landlords for certain GSA-arranged leases for four of the Department's bureaus (**BEA, NOAA, NTIS, and USPTO**) in FY 2009/2010. GSA requires that the Department pay the rents and record budgetary and proprietary transactions in USSGL accounts. To facilitate this, a Parent-Child appropriation relationship has been established between GSA and the Department. The Parent Appropriation Agency (47X4542.001) allocates funds to the Department, the Transfer Appropriation Agency (13-47X4542.001). The transfer of funds to the Department is called an Allocation Transfer-In, and is accomplished via a SF-1151, *Nonexpenditure Transfer Authorization*.

After the funds are transferred to the Department's allocation account, the Department's Office of Executive Budgeting will allot the funds to the Department's applicable bureaus, via a Form CD-3, *Allotment Advice*. These bureaus will then be authorized to incur obligations and pay approved rents.

Each of the four bureaus is required, for its portion of the GSA Federal Buildings Fund, to a) maintain a separate general ledger; b) record all transactions (both proprietary and budgetary entries) in the general ledger; c) submit quarterly SF 133s, *Report on Budget Execution and Budgetary Resources*, to NIST's Finance Division; d) submit quarterly trial balances to NIST's Finance Division; and e) submit the annual FMS Form 2108, *Year-End Closing Statement*, to NIST's Finance Division.

The Department's allocation account is part of the GSA Federal Buildings Fund, therefore, it is not included in the Department's or the bureaus' financial statements or FACTS I and FACTS II submissions. GSA will include the Department's allocation general ledger balances in its financial statements, FACTS I, and FACTS II submissions, based on information submitted to GSA by the Department. Accordingly, NIST's Finance Division and OFM will collect information from the bureaus, and consolidate this information to report to GSA.

III. Each Bureau's General Ledger Recording of Transactions for Its Portion of GSA Federal Buildings Fund

a. Record a transfer in of unobligated unexpired authority from GSA via a SF-1151:

Each bureau, for its portion of the GSA Federal Buildings Fund, should record the annual Allocation Transfer-In as follows:

<u>USSGL A/C</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
Budgetary:			
4175	Allocation Transfers of Current-Year Authority	XX	
4510	Apportionments		XX
Proprietary:			
1010	Fund Balance with Treasury	XX	
3102	Unexpended Appropriations – Transfers-In		XX

b. To record the allotment of funds from the Office of Executive Budgeting:

Each bureau, for its portion of the GSA Federal Buildings Fund, should record the allotment as follows:

Budgetary:			
<u>USSGL A/C</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
4510	Apportionments	XX	
4610	Allotments-Realized Resources		XX
Proprietary:			
No entries			

c. To record all other transactions

Each bureau, for its portion of the GSA Federal Buildings Fund, should record in the general ledger all of the other transactions that occur, which will primarily be transactions related to undelivered orders - paid and unpaid, and delivered orders – paid and unpaid. Both proprietary and budgetary entries should be recorded.

IV. Bureaus' Quarterly Submissions of Trial Balances, SF-133s and FMS Form 2108s

Quarterly, bureaus shall prepare Trial Balances (both budgetary and proprietary), SF-133s and the annual FMS Form 2108s. These reports should be prepared based on Treasury's most recently issued crosswalks for FY 2009 or FY 2010. Bureaus should reconcile amounts per their records to amounts per Treasury's records prior to completion of the SF-133's and FMS Form 2108, and resolve any differences.

The trial balances, SF-133s, FMS Form 2108s and the FACTS II Trial Balance Report (since Q1 FY 2006, GSA needs SGL balances relating to SF-133 lines 12 and 18) are due to NIST's Financial Services Group by the seventh day of the month that follows the end of the reporting period (unless the 7th falls on a weekend, in which case the due date will be revised). Please fax these reports to:

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V. Due Dates

See FY 2009/2010 Financial Statement Guidance Attachment I, *Due Date Calendar*, for due dates.

OFM will monitor bureaus' submissions against the due dates. A deadline may be considered not met if the data is incomplete, inaccurate, or not reconciled to other applicable data.

VI. References

Accounting Transactions, Treasury's Financial Management Service, U.S. Government Standard General Ledger, TFM S2-08-03 (August 2008), Section III, Account Transactions: Transaction A448
<http://www.fms.treas.gov/ussgl/>

Allocation Transfers Interagency Agreement (IAG) Obligational Authority and Fund Balance with Treasury Transfer from Parent Appropriation to Transfer Appropriation, Treasury's Financial Management Service, U.S. Government Standard General Ledger, Position/Policy Statement, Effective on October 1, 1996: pages I-1 through I-8 (no longer available in FMS website Archives)

VII. OFM Contact

Questions related to Attachment H can be directed to:

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